United Nations ST/SGB/2011/8

Secretariat

3 October 2011

Secretary-General's bulletin

Senior Review Group

The Secretary-General, for the purposes of implementing staff rule 4.15 and the applicable procedures of the staff selection system, promulgates the following:

Section 1
Establishment

The Senior Review Group is a standing advisory body constituted to review and provide advice on recommendations to the Secretary-General for selections of staff to all positions at the D-2 level.

Section 2
Composition

2.1 The Senior Review Group shall be composed of senior United Nations officials at the Under-Secretary-General and the Assistant Secretary-General levels. The Senior Review Group shall consist of one chairperson and twelve members, including four representatives of field missions. The members shall be assisted by a secretary and an ex officio adviser for legal issues, who will not have the right to vote.

2.2 All members of the Senior Review Group, including the chairperson, are appointed by the Secretary-General. In choosing whom to invite to participate, every effort shall be made to ensure a balanced representation with respect to geography, gender and departments/offices and field missions.

2.3 One member shall be designated as focal point for gender issues.

2.4 The Assistant Secretary-General for Human Resources Management shall serve as the secretary of the Senior Review Group. In the absence of the Assistant Secretary-General, one of the directors of the Office of Human Resources Management shall act as secretary.

2.5 The Legal Counsel shall serve as the ex officio adviser on legal issues.

2.6 The Senior Review Group shall establish its own rules of procedure.

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Section 3
Functions of the Senior Review Group

3.1 The Senior Review Group shall review the recommendation for filling of a vacancy made by the department/office concerned to ensure that the integrity of the process was upheld, that the candidates were evaluated on the basis of the pre-approved evaluation criteria specified in the job opening and that the applicable procedures were followed. In doing so, the Senior Review Group shall consider whether:

(a) The recommendation of candidates is reasoned and objectively justifiable based on evidence that the pre-approved evaluation criteria set out in the job opening were properly applied;

(b) The record indicates that there was no mistake of fact or mistake of procedure, prejudice or improper motive that could have prevented a full and fair consideration of the candidates' requisite qualifications;

(c) The submission followed the procedure on the filling of job openings at the D-2 level as set out in the staff selection system.

3.2 When the Senior Review Group has questions regarding the proper application of the evaluation criteria or the applicable procedures, it shall request the necessary information from the Assistant Secretary-General for Human Resources Management or the head of department/office, as appropriate.

3.3 When the Senior Review Group has found that the evaluation criteria were properly applied and that the applicable procedures were followed, it shall complete its review of the submission and provide advice on recommendations to the Secretary-General for a final decision.

Section 4
Final provisions

4.1 The present bulletin shall enter into force on the date of its issuance.

4.2 Secretary-General's bulletin ST/SGB/2009/2 of 1 January 2009 is hereby abolished.

(*Signed*) **BAN** Ki-moon
Secretary-General